

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
EXECUTIVE COMMITTEE**

July 29, 2003, 8:30 AM
801 University Union

Attendance: Not available. [I forgot to take attendance. BB]

The meeting was called to order at 8:30 AM.

1. **Approval of Minutes.** Minutes from June 25 were approved as submitted.
2. **Announcements from the President**
 - A. **Academic Council**, Ron Addis. Has not met.
 - B. **Administrative Council**, Phil Landreth. Has not met.
 - C. **Board of Trustees**, Phil Landreth. Board of Trustees were at a retreat. No report at this time.
 - D. **Governmental Affairs**, Ron Addis. Has not met. Ron Addis received a 9 page summary of last year's legislative acts of interest to Clemson. It includes both enacted bills and those that did not pass. He will send it by email to the executive committee.
 - E. **President's Cabinet**, Phil Landreth. No report.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. No report.
3. **Treasurer's Report**, Cynthia Long. No report.
4. **Standing Committees**
 - A. **Membership**, Ron Addis. Has not met. Reminder: Richard Cowan has replaced Susan Perry as a senator for area 5.
 - B. **Communications**, Corey Ferrier. Scholarship brochure insert has been submitted to the printers. 1000 copies will be delivered to 801 University Union. The committee has started working on the August newsletter. Some ideas in the works include the fall golf tournament, the benefits fair, the status of H4378, guidelines for writing senators, meat sale, farewell to Kathy Hensen. Other ideas are welcome.
 - C. **Policy and Welfare**, Dan Schmiedt. Has not met.
 - D. **Scholarship**, Jenny Peay. Committee is gathering prizes. Lake Keowee Dodge agreed to do the hole-in-one. Need to contact Bobby McGuffin to confirm and get their logo. A new sponsor form is now available. The next meeting is scheduled for tomorrow.
 - E. **Activities**, Lynn Boiter/Gary Pye. The benefits fair is scheduled for October 15. Sign up sheets for working the table at the fair will be distributed at the September 9 and October 14 meetings. Two packages will be raffled with the drawing scheduled for the close of the fair. Package 1 includes a fire and ice grill, \$25 gift certificate from the meat lab, 2 collapsible chairs, etc. Package 2 includes a neon beer sign and cooler. 50 copies of the flyer will be printed. Each senator will get 2 books of tickets to start. Committee baskets for the golf tournament are scholarship committee – golf theme, communications – great escape, welfare – fall yard, membership – breakfast, executive – christmas, activities -- ????. Reminder: bring in old and used golf tees and balls for the guessing jar.
5. **Unfinished Business**
 - A. **Follow-Up on Bonus Distribution.** Each VP was to have disseminated information to their staff regarding how performance bonuses were distributed. PSA and Advancement have not yet received anything. DCIT has received their information.
 - B. **Faculty Manual Change - Selection Committees.** Bergman resent the letter to Dr. Hare. CSS-recommended changes were approved. Staff will be included on search committees for vice-presidents and deans.
 - C. **Vending Funds FY03-04.** Landreth reported that, after a lively afternoon, the senate received \$6500. It was the same amount as last year (\$5,500) plus \$1000 extra for the 20th

anniversary celebration for CSS. The vending committee received requests totaling \$480,000 but only had \$125,000 available to distribute. For comparison, last year they received requests for \$280,000 with \$125,000 available to distribute.

6. New Business

- A. Bylaws Clarification.** Membership committee will work on the bylaws to more clearly state who is allowed to vote at the April meeting. Old senators vote at April meeting. News senators don't vote until the May meeting.
- B. H.4378 – 3% Performance Pay Increases for State Employees.** This bill is still with committee and is on hold until the next session.
- C. Status of Administrative Assistant Position.** 59 people applied for the position. 9 were selected for interviews. 5 of the 9 declined interviews after they were informed of the salary. 4 candidates remain to be interviewed.
- D. Dual Employment.** Kathy Hensen has agreed to accept dual employment with us. Pending appropriate approvals, she will work after normal business hours and on Saturdays.
- E. Health Survey:** CSS should encourage all employees to complete the survey regarding insurance premiums and health coverage.
- F. Updates on Fike and Campus Recreation Director Search.** 4 people were brought in for interviews, 2 dropped out, 2 others were brought in, and 1 more will be brought in for an interview. Not all of Fike will be up and running for the start of the semester. Staff need to be trained on climbing wall before it can be used.
- G. UNC Task Force.** UNC has set up a Task Force for a Better Workplace to look at ways to improve their campus work environment. The Policy and Welfare committee may want to keep posted on the results of the task force. (<http://www.herald-sun.com/orange/10-382826.html> and http://www.unc.edu/news/newsserv/openmtg/chancellor_task_force_workplace.html)

7. Announcements

- A. August CSS Meeting: Bob Wells, University Facilities, is the scheduled guest speaker for the August 12th CSS meeting.**

8. Adjournment. The meeting was adjourned.

Next Meeting: Tuesday, August 26, 2003, 8:30 AM, 801 University Union